

**LUNENBURG HOUSING AUTHORITY**  
**MINUTES OF THE MONTHLY MEETING**

**October 22, 2015**

Members Present:                      Deborah A.H. Christen, Vice Chair  
   Amaryllis Leet, Member  
   Caroline Fortin, Member  
   Paul Doherty, Member

Also Present:                          Peter Proulx, Secretary  
   Denise Ivaldi, Recording Secretary

Members Absent:                      Elizabeth Murphy, Chair

Resident Participation prior to meeting:

- A resident asked if we will have the same snow plow company this year; can we have a meeting beforehand. *The E.D. replied we will have a meeting in November to discuss the horn system, etc. It was confusing last year with a new company, hopefully better this winter.*
- A resident asked what Keith uses to clean the windows; you can't see through them. *The E.D. replied that he uses a Windex product; possibly leaving a residue. Will check with Keith.*
- A resident asked if Keith needed help mowing the lawn; adding the grass is high, apples all over, stuff growing along the sidewalks; can he lower the blades. *The E.D. will discuss with Tony and Keith.*

1. The Vice Chair declared a quorum present and opened the meeting at 6:36 p.m.

2. The minutes of the August 20, 2015 meeting were presented. Paul Doherty asked if the parking issue had been resolved; the E.D. replied it was. Amaryllis Leet asked about the pets; the E.D. replied that under 760 CMR there is a 40 pound limit and a \$160 pet deposit. With a reasonable accommodation, a companion animal of any type is allowed. Caroline Fortin made a motion to accept the minutes with amendment; Paul Doherty seconded. All were in favor, the motion passed unanimously.

3. The Executive Director Report:

- A. Leominster is moving forward with no-smoking at Anne O'Connor, Sunset Towers will be next.
- B. No-smoking surveys are back for Sterling.
- A. MART is adding a stop at Pearl Brook.

4. Financial Report:

- A. We are in good condition.
- B. Page F2 – Reserves are at 70.53%.
- C. Page F3 – We are \$16,177 to the good.

Paul Doherty made a motion to accept the financials. Caroline Fortin seconded; all were in favor.

5. Facilities Report:

We received 23 work orders for the month of September; 16 were completed within 24 hours.

6. Old Business – None

7. New Business:

The following resolutions were presented:

The E.D. went over the Capital Improvement Plan for the next five years. We have scheduled windows at the 705's in 2019; tenants complained at the CIP meeting); it is possible to do these earlier. Net metering credits will be coming soon.

Caroline Fortin asked if the carpet/kitchen (2016) would be all done at the same time. The E.D. explained that carpeting will only be replaced in apartments based on need.

Paul Doherty added that the back patio work should be done for water issues, etc. The E.D. replied it would be eventually, we have a few items to improve on there.

**RESOLUTION TO APPROVE THE APPLICATION FOR CAPITAL IMPROVEMENT  
PLAN – FORMULA FUNDING TO DHCD**

**Resolution 201504**

Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,

Whereas: The Lunenburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the years 2016, 2017, 2018, 2019 and 2020 and,

Whereas: A meeting was held with the tenants on October 7, 2015 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Lunenburg Housing Authority Board of Commissioners have reviewed and approved the five year Capital Improvement Plan (CIP) Formula Funding for years 2016, 2017, 2018, 2019 and 2020 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Paul Doherty to authorize the Executive Director to submit the application for Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

SECONDED, Amaryllis Leet seconded the motion, and the motion was passed by a unanimous vote.

The E.D. went over the 2016 budget stating that we received an \$8,000 subsidy last year for snow and computers; we do not expect any subsidy next year. Insurance and pension are up a little; we have no control over that. The budget has a basic 3% increase across the board on everything else.

#### 2016 4001 OPERATING BUDGET

#### RESOLUTION 201505

WHEREAS: The Lunenburg Housing Authority is required by DHCD to submit an approved 4001 Operating Budget for State-Aided Housing for Fiscal Year 2016 and,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board authorizes submission of the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2016 to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director,

RESOLVED, Motion made by Deborah Christen to submit the 2016 Operating Budget for State-Aided Housing of the Lunenburg Housing Authority to the Department of Housing and Community Development.

SECONDED, Caroline Fortin seconded the motion, and the motion was passed by a unanimous vote.

Deborah Christen made a motion to adjourn the meeting at 6:58 p.m. Amaryllis Leet seconded, all were in favor, and the meeting was adjourned.

